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NEW YORK, U.S.A. EVERETT BLDG. 45 E. 17TH ST.

THE T. EATON CO LIMITED  
IMPORTERS AND MANUFACTURERS  
TORONTO AND WINNIPEG  
CANADA

CABLE ADDRESSES:  
EATON, TORONTO  
EATON, WINNIPEG  
EATON, MONTREAL  
COLLATERAL, LONDON  
ETONIAN, MANCHESTER  
ETONIAN, PARIS  
ETONIAN, BERLIN  
ETONIAN, NEW YORK

ADDRESS ALL COMMUNICATIONS TO THE COMPANY.  
IN REPLY PLEASE REFER TO

TORONTO.

October 4th, 1912.

Rev. Chancellor Burwash,  
Victoria College,  
C i t y.

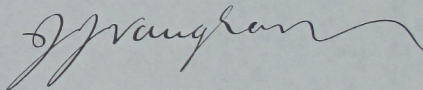
Dear Mr. Burwash,-

As you were on the Committee named to  
appoint the Faculty and fix the salaries of the Margaret  
Eaton School of Literature and Expression for the term  
1912-13, we herewith enclose a list of the names and sal-  
aries arranged by Mrs. F. Scott-Raff and Mr. R. Y. Eaton.

If you approve of them will you kindly  
initial the list and return it to me.

Yours truly,

Dist. J. J. V.-F.  
Encs.



Toronto, Ont.,

November 1st, 1912.

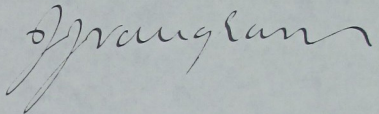
Chancellor Burwash,  
Victoria University,  
C i t y.

Dear Mr. Burwash,-

Enclosed please find copy of  
Minutes of the Annual Meeting of Shareholders and  
Annual Directors Meeting of the Margaret Eaton  
School of Literature and Expression, held October  
30th, 1912.

Yours truly,

Diet. J.J.V.  
Encs.

A handwritten signature in cursive script, appearing to read "Dietrich J.J.V.", written in dark ink.

Toronto, Ont.,

November 2nd, 1912.

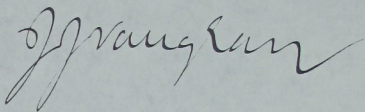
Chancellor Burwash,  
Victoria University,  
C i t y.

Dear Mr. Burwash,-

Please note that at the Directors Meeting held October 30th, 1912, a Committee consisting of Chancellor Burwash, Mrs. E. Scott-Raff and Mr. R. Y. Eaton were requested to appoint the Faculty for the term 1913-1914 and fix the salaries.

Yours truly,

Dict. J.J.V.

A handwritten signature in cursive script, likely belonging to J.J.V., is written over the typed name.

October 30th,  
1912.

Minutes of the Annual General Meeting of the Shareholders held  
October 30th, 1912, at 8.00 P. M. at the residence of Mrs. T. Eaton, 182  
Lowther Avenue.

Present, Mrs. T. Eaton, Mrs. E. Scott-Raff, Messrs R. Y. Eaton,  
and H. McGee.

The Secretary read the notice calling the Meeting.

MOVED BY Mr. R. Y. Eaton  
SECONDED BY Mr. H. McGee

That Mrs. T. Eaton take the Chair, and Mr. J. J. Vaughan act  
as Secretary.

The Minutes of the Annual General Meeting of Shareholders  
held October 24th, 1911 were read.

MOVED BY Mr. H. McGee  
SECONDED BY Mrs. E. Scott-Raff

That the Minutes of the Meeting as read be confirmed.

Carried.

A General Report was made by the Principal.

Financial Statements for the year ending May 31st, 1912 con-  
sisting of Balance Sheet, Statement of Income & Expenditure and Auditor's  
Report were laid before the Shareholders.

MOVED BY Mr. R. Y. Eaton  
SECONDED BY Mrs. E. Scott-Raff

That these Financial Statements be approved and adopted.

Carried.

MOVED BY Mrs. E. Scott-Raff  
SECONDED BY Mr. H. McGee

That the Board of Directors for the ensuing year be Chan-  
cellor Burwash, Mrs. T. Eaton, Mrs. J. S. Burnside, Mrs. Burwash, Mrs.  
E. Scott-Raff, Messrs J. C. Eaton, R. Y. Eaton and H. McGee.

Carried.



MOVED BY Mrs. E. Scott-Raff  
SECONDED BY Mr. H. McGee.

That Mr. J. A. Livingstone be Auditor for the ensuing year.

Carried.

MOVED BY Mr. R. Y. Eaton  
SECONDED BY Mr. H. McGee

That this meeting adjourn.

Carried.

October 30th,  
1912.

Minutes of Directors Meeting held October 30th, 1912 at the residence of Mrs. T. Eaton, 182 Lowther Avenue.

Present, Mrs. T. Eaton, Mrs. E. Scott-Raff, Messrs R. Y. Eaton and H. McGee.

MOVED BY Mr. R. Y. Eaton  
SECONDED BY Mrs. E. Scott-Raff

That Mrs. T. Eaton take the Chair, and Mr. J. J. Vaughan act as Secretary.

Minutes of the last Directors Meeting were read and confirmed.

MOVED BY Mr. H. McGee  
SECONDED BY Mr. R. Y. Eaton

That Chancellor Burwash be President for the ensuing year.

Carried.

MOVED BY Mrs. E. Scott-Raff  
SECONDED BY Mr. R. Y. Eaton

That Mr. J. J. Vaughan be Secretary for the ensuing year.

Carried.

MOVED BY Mr. H. McGee  
SECONDED BY Mr. R. Y. Eaton

That Mrs. J. S. Burnside be Treasurer for the ensuing year.

Carried.

MOVED BY Mr. R. Y. Eaton  
SECONDED BY Mr. H. McGee

That the appointment of the Faculty for the term 1912-1913 as given below be approved at Salaries named.

NAME.	SUBJECT	SALARY.
Mrs. E. Scott-Raff	Principal	\$1400.
Miss Charlotte Ross	Literature	800.
Miss. N. Thomas	Expression	800.
Miss M. Hamilton	Physical Education	400.
Fraulein Nothnagel	German	\$2. per lesson plus 2/3 receipts from Priv. Pupils
Madame Goudis	French	\$300. only
Miss Thrall	School Secretary	700.

Fraulein Kittleman	Substitute while Fraulein Nothnagel is away	\$1.50 per lecture. \$100. for 60 lessons
Mrs. Aikens		\$3.00 per lecture
Dr. McKenzie		\$15.00 per week and overtime.
Mr. J. Fisher	Caretaker	

MOVED BY Mr. H. McGee  
SECONDED BY Mrs. E. Scott-Raff

That a Committee consisting of Chancellor Burwash, Mrs.  
E. Scott-Raff and Mr. R. Y. Eaton appoint the Faculty for the term 1913-  
1914 and fix the salaries.

Carried.

The meeting then adjourned.



Toronto, Ont.

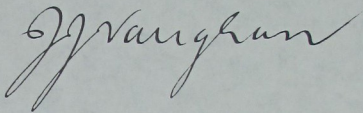
October 30th, 1913.

Rev. Nathaniel Burwash, D. D.  
26 Alvin Avenue,  
C i t y.

Dear Sir,-

Enclosed please find copy of Minutes of  
the Annual General Meeting of Shareholders and  
Annual Directors Meeting of the Margaret Eaton School  
of Literature and Expression, held October 27th,  
1913.

Yours truly,



Dict. J.J.V.-D  
Encs.



Toronto, Ontario.

October 30th, 1913.

Rev. Nathaniel Burwash, D. D.,  
26 Alvin Avenue,  
T o r o n t o.

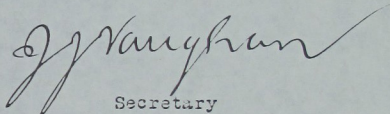
Dear Sir,-

Please note that at the Directors Meeting of The Margaret Eaton School of Literature and Expression, held October 27th, 1913, a Committee consisting of Dr. Burwash, Mrs. E. Scott-Raiff and Mr. R. Y. Eaton, was requested to appoint the Faculty for the Term 1914 - 15 and fix the salaries.

This can be attended to before the School closes next May.

Yours truly,

Dist. J.J.V.-D

  
Secretary



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